

NIH Child Care Board Meeting Minutes
March 1, 2012
Building 45, Conference Room D

Members in Attendance: Andria Cimino, Rosalind King, Zhiyong Lu, Catherine Meyerle, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Tim Tosten, Stephanie Hixson, Keren Witkin, Clara Boledon, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: **ChildKind:** Jaydah Wilson, Amy Cliber, Tom McCarty, Karin Bok,
POPI: Jen Villani, Rona Buchbinder **ECDC:** Helena Chang

Members Absent: Julie Berko, Catherine Bosio, Kelli Carrington, Jason Levine

I. Welcome and Introductions of Members and Liaisons-Brian Rabin

Chair Brian Rabin welcomed Board Members and Liaisons and asked each individual to introduce him/herself.

II. Approval - Minutes from January 2012 –Brian Rabin

Chair Rabin called for a vote to approve the minutes from the January 12, 2012 meeting. Minutes were approved.

III. Updates – Brian Rabin

- **Northwest Child Care Center - Mary Ellen Savarese**

The Northwest Child Care Center project is progressing. Dan Wheeland, Director of ORF, is chairing monthly meetings and Mary Ellen Savarese and Tonya Lee are attending. The Statement of Work is scheduled for an April release date. It has already been determined this will be a Design Build Contract with Set Aside Funds for Small Business. It is unfortunate there have been delays; however Mr. Wheeland has made it very clear he wants this project to be successful. He has assigned a strong team to ensure the project moves forward.

- **Back-up Care Program Contract Status – Tonya Lee**

A NIH Back-up Care Program global announcement was released on January 25, 2012 by Dr. Alfred Johnson, Director, Office of Research Services. Over two days, 900 Federal employees verified their eligibility. There were four (4) reservations for care in January. Ms. Lee contacted the employees and they were all very satisfied with the care they received. The startup of the program has been challenging. NIH is the first Executive Branch in the Federal system to offer back-up care and the federal government is very different from the private sector. Ms. Lee and her office have revised the eligibility email to include stronger language that the employee must complete the registration process with Bright Horizon in order to reserve care. NIH Employees, who did not register with Bright Horizon in January, were sent an email reminding them to complete the registration process. Currently, the program is only available to Federal Employees and Fellows. After a 6 month period, the program will be evaluated to determine if there needs to be more uses added to the contract and if contractors can eligible.

- **Board Representative to Working Group-Women in Bio-Medical-Catherine Meyerle**

Mary Ellen Savarese introduced Dr. Catherine Meyerle as the new Board Representative for the Working Group-Women in Bio-Medical Careers. Ms. Savarese thanked Dr. Meyerle for representing the Board at the meetings. Dr. Meyerle gave a report on what was discussed at the February 13, 2012 meeting. The Working Group applauded the Child Care Board for their work on the NIH Back-up Care Program. The Working Group discussed a mentoring program for women scientists that would be similar to Cornell's program.

Ms. Savarese also pointed out that Dr. Keren Witkin is the liaison from Women in Bio-Medical Careers to the Board. Dr. Witkin has been very actively promoting the back-up care and other Board initiatives to the scientific community. Dr. Witkin has arranged a presentation to the Scientific Directors and has composed an article "Best Practices-Back-up Care" that will be printed in the March Women in Biomedical Careers newsletter.

- **Follow-up NCI at Shady Grove – Dr. Sheri Schully**

A group meeting was conducted on February 23, 2012 which included: Dr. Sheri Schully, Mary Ellen Savarese, Tonya Lee, Anne Lubenow and Evelyn Dunkelberger. The tentative date for the NCI outreach event is May 31st and it will be held at the Executive Plaza North and South buildings. The group is currently identifying other agencies/programs to be included in the outreach event. Ms. Lee has already contacted LifeWork Strategies to assist with the coordination of Shady Grove child care providers, provide resource and referral services and have a Parenting Specialist available. There were some concerns expressed that NCI employees are still not aware if they are moving.

IV. Workforce Planning Committee Report and Discussion – Dr. Rosalind King

The Workforce Planning Committee met on February 21, 2012 to discuss two (2) main topics: What literature should be reviewed and what data can we access about NIH. It was concluded that NIH does compete with a wide range of competitors for recruitment and retention of staff. The research base is thin and therefore the Committee should cast a broad net in finding research that will be considered relevant with work balance issues, recruitment and retention of staff. NIH currently does not have any formal process for exit interviews. Each IC has a different process on what questions are asked and how the responses are measured. Certain data is not allowed to be distributed such as: gender, age, race, etc. Dr. King thanked the Committee and especially Julie Berko and Brian Rabin, who were very helpful in providing Human Resource information.

The next steps for the Committee are as follows:

- Begin review of literature
- Request meeting with OEODM to ask for more detailed data
- Get occupation information from HR
- Explore possibility of adding onto or using existing NIH/HHS/OPM survey data
- Estimate NIH population needing child care

V. Strategic Planning Committee Report – Dr. Sheri Schully

Dr. Schully distributed the up-to-date Strategic Plan. Everyone has been very busy meeting the goals the Strategic Planning Committee set for the year. Mr. Tim Tosten has arranged a presentation for the Executive Officers and will introducing the NIH Child Care Team. Dr. Keren Witkin has written an article on the NIH Back-up Care program and is setting up a presentation for the Scientific Directors to include Dr. Gottesman. Ms. Hillary Fitis is assisting the NIH Child Care Team with a presentation at the Clinical Center and providing materials at the Clinical Center's orientation. Ms. Lee has contacted Mr. Michael Dunn on posting materials in the Lactation Rooms. The NIH Child Care Board will be partnering with NCI to provide an outreach event for NCI employees in May. Ms. Savarese has contacted the Lab Managers.

Other areas that were identified were: Dr. Shah and Dr. Boledon were asked to inquire with the FELCOM and Clinical Fellows community if they would also like a presentation on child and dependent care resources. A suggestion to have post docs to assist with writing articles, table tents, articles in IC newsletters, HR email blast "Did you know", and post doc orientations. Board members were encouraged to keep thinking of avenues on how the Board can get the child and dependent care resources embedded in the NIH culture.

A very lively discussion was held concerning the future of NIH Child Care. Ms. Savarese stated with the movement towards Telework and MAXIFLEX, traditional child care programming may not be the best answer for employers. The Tribble Amendment, the Federal regulation that authorizes federal agency support for employee child care, permits only support for capital items (facilities, etc.). No appropriated money can be used to support direct cost of care. With a workforce that is now being centered near "home", child care should also be available near the employee's home community. NIH will always have on-site child care because of the scientific community, who must perform research on the NIH campus, however, when considering how future child care resources should be allocated, the Board may wish to focus more widely on home communities. The Board should also consider if revisiting changes to the Tribble Amendment would be a goal for the Strategic Plan.

VI. Membership Committee – Dr. Sheri Schully

Dr. Schully announced that she would be stepping down from Chair of the Membership Committee. Ms. Andria Cimino volunteered to chair the committee. It was asked of the Board if anyone would like to join the committee. Dr. Catherine Meyerle joined the committee. Ms. Savarese asked each Board Member to reexamine their commitment and if they felt they could not continue to serve, to please notify her.

VII. Announcements and Adjourn

Ms. Tonya Lee announced that the two Summer Camp Guide events went very well. There were 296 guides distributed electronically to support the NIH Green initiative. The surveys reflected that 95% preferred to get their guide electronically. A global will go out at the end of March reminding the NIH community that the guide is still available. Last year this generated over 1,000 guides being sent to the NIH Community.

Ms. Lee announced the partnership with EAP and the NIH Child Care Team has been successful. The Heart to Heart: Caregiver Conversations support group had 12 attendees at the February 28th meeting.

Ms. Lee distributed the Lunch and Learn Parenting & Dependent Care Events flyer that included an “Ask the Parenting Specialist” event and the NIH Back-up Care Program: “What You Need to Know” seminar. Ms. Lee asked for Board Members to attend and support the program.

Ms. Lee thanked Dr. Sheri Schully, Ms. Heather Rogers, Ms. Andria Cimino, and Dr. Catherine Meyerle for their review of the back-up care materials and frequently asked questions.

The meeting was adjourned at 11:40 am.

The next Board meeting will be April 19, 2012.